



DEFENSE LOGISTICS AGENCY
DEFENSE CONTRACT MANAGEMENT COMMAND
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IN REPLY
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MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT
DISTRICTS

SUBJECT: DCMC Memorandum No. 96-37, Integrated Management System (POLICY)

This is a POLICY memorandum. It expires when content is included in DLAD 5000.4, Contract Management (One Book), not to exceed one year. Target Audience: AH DCMC Employees. The purpose of this letter is to describe the role of the Performance Based Staffing Model in DCMC'S integrated management system. The Performance Based Staffing Model is a mandatory management tool that Contract Administration Offices (CAOS) must use in the determination of the best use of its resources (the Command approved annual allocation) in accomplishing performance plan requirements. It also serves as an important component in the preparation of a CAO'S annual business case, performance plan, and unit self assessment.

The results of the model shall be briefed to customers through the management councils, but with emphasis on coordination, input and impact, versus concurrence and approval. A summary of the model results should be forwarded to the appropriate district office and to the Resource Utilization Council (RUC), so that potential impact to the Command can be evaluated and addressed, as needed. The summary should identify any resource reductions in oversight that are made available through application of the model.

The attached flow chart shows that the resource utilization process begins each year by refreshing the data in the resource estimators. CAOS use the estimators, together with the results of the Performance Based Staffing Model and other information to build their business case. The business case is the core document used by RUC to formulate recommendations for CAO staffing levels. Those recommendations, when approved, form the basis for CAO performance plans and are also used in developing the Command's Program Objectives Memorandum.

This letter amends AQBA's February 16, 1996, letter, subject: Resource Management Process, and AQO'S May 13, 1996, letter, subject: DCMC Performance Based Staffing Model,

which required that implementation plans resulting from application of the Performance Based Staffing Model will be briefed to the RUC and the CAO'S management council prior to implementation.

A handwritten signature in black ink, appearing to read 'Robert W. Drewes', with a large, stylized initial 'R'.

ROBERT W. DREWES
Major General, USAF
Commander

Attachment

Resource Utilization

